

# Consultation of Vacancies

**Purpose:** The purpose of the policy is to establish a procedure for the SBDM Council to provide consultation to the principal when new certified and/or classified personnel are hired. KRS 160.345 (2)(h) states that the SBDM Council may be consulted when new personnel are hired.

**Policy Statement:** When it becomes necessary to fill vacancies for either certified or classified personnel, members of the SBDM Council shall be consulted by the principal. Northern Elementary's Consultation Process shall consist of the following steps:

1. The principal shall notify the Council when a vacancy occurs and will then proceed to step 2.
2. Interview Committee - The principal shall review applications and references, and convene an interview committee to participate in interviewing applicants and provide feedback about possible choices for the vacant position. The principal shall complete this process in a reasonable time frame, adhering to state and local policies and procedures.
3. Interview Committee Membership - The principal will invite Council members to participate in the interview process. The principal will also appoint staff members from the working team where there is a vacancy, as well as other selected members (as needed and necessary) to serve on the Interview Committee. The working teams are defined as follows:
  - Instructional Teams - Certified staff members from each grade level, including the support teachers and special education teachers serving in the respective grade levels
  - Special Area Team - Certified staff members in Physical Education, Music, Art, Media Specialist, Foreign Language and Guidance
  - Classified Teams - Staff members from the following groups of employees and other classified positions that may be created in the future: cafeteria, custodial, secretarial, Family Resource Center, instructional assistants, cafeteria monitors and the technology resource teacher.
4. Attendance at Interview Committee Meetings - If any member or members of the Interview Committee cannot attend the interview sessions, the members of the Interview Committee who are present may proceed to interview the applicants and make recommendations to the principal. At the discretion of the principal and with permission of the applicant, interviews may be videotaped and viewed at a later time by members of the

Interview Committee who were unable to attend the interviews.

5. Feedback from the Interview Committee - The principal shall convene a meeting with the Council to convey the committee's recommendations and for the purpose of consultation. The principal may use verbal or written feedback from the Interview committee to help in the selection of the most desirable applicant to fill the vacant position.

6. The principal will make the final recommendation to the Superintendent regarding the individual to be employed to fill the existing vacancy.

The committee and the principal shall not discriminate on the basis of race, national origin, religion, age, creed, marital status, political affiliation, sex or disabling condition in employment, educational programs, or activities it operates.